

December 3, 1997

**TO:** All Consulting Engineers/Contractors

**SUBJECT:** PRIVATE DEVELOPMENT PROJECTS

**RE:** SOP FOR SITE DEVELOPMENT/LAND DISTURBANCE  
PERMITS, SITE INSPECTION RECORD CARDS, AND PRE-  
CONSTRUCTION MEETINGS

Gentlemen:

The City has developed procedures for issuing land disturbance and site development permits, and for the installation and maintenance of Site Inspection Record Cards at sites of private development projects located within the City limits.

Upon approval and distribution of final site construction drawings, but prior to any clearing or other work being initiated, a mandatory pre-construction meeting will be held on site with the developer's consulting engineer, prime contractor and subcontractors. The applicant is responsible for contacting and scheduling these meetings with Will Pope, Private Development Coordinator (PDC), at the City Engineering Department (651-6510), who will coordinate with other appropriate staff, prepare the Agenda and conduct the meeting.

At this meeting, the Land Disturbance/ Site Development Permit will be issued to the applicant's contractor by the PDC based on the information provided by the Development Service Administrator (DSA) noted on the Site Inspection Record Card (SIRC). The DSA presently issues the permit. If the project involves land clearing/disturbance only, the contractor will be issued a Land Disturbance Permit. For a Site Development Project, both a Land Disturbance and Site Development Permit will be issued. The SIRC will serve as the permit. A sample is attached.

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In the event that there is no construction trailer at the site, the contractor will place the Record Card and a complete approved set of plans in an area safe from construction activity. These documents will be housed in a 4", or larger, PVC pipe capped at both ends, 36" long. The pipe will be attached to a 2" x 4" horizontal board supported by a 4" x 4" post, as noted on the attached detail sheet. It will be the responsibility of the contractor to safeguard the card and plans. The card will serve as a check list denoting the acceptable completion of various events, as described on the card.

At pre-construction meetings, the PDC shall provide an overview of the function of the card. Attached is more detailed information on the objective and procedure of the SIRC, including housing details.

We will appreciate your cooperation in working with City staff to ensure that the new policy/requirements described in this letter are met. Please contact Henry Nanninga at 651-6510 if you need clarification on this matter.

Sincerely,

George Fidler, Jr., P.E.  
City Engineer

GAF:HNN:mf

cc: Home Builders Association of Savannah  
Bill Vickers  
Billy Jones  
Harry Jue  
Henry Nanninga  
Will Pope  
John Hutton  
Don Gardner  
Milton Newton

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